

## APPENDIX A – 20

# PROCESS GUIDE AND CHECKLIST FOR VILLAGE MIXED USE REZONINGS, MASTER PLANS AND CUP'S

FORM:  <b>VMU 2000</b>	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

**NOTE:** Please note that if you plan on obtaining Conditional Use Permit approval at the same time as your Village Mixed Use Rezoning and Master Plan approval, you must complete both Part I and Part II of this checklist simultaneously. Otherwise, you must complete the requirements of Part I and receive approval from the Board of Aldermen. Following this approval, you will need to complete the requirements of Part II and receive approval of your Conditional Use permit.

## PART I: PROCESS GUIDE AND CHECKLIST FOR VILLAGE MIXED USE REZONING AND MASTER PLAN REQUESTS

### SUPPORTING/SUPPLEMENTAL INFORMATION (SUBMIT/ADDRESS ALL ITEMS)

- 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
  - a. Attend a meeting with Town Staff at Development Review.
  - b. Attend an independent meeting with the Town Engineer to discuss drainage design (both quantity and quality) and other issues surrounding the drainage review process.
  - c. If the project is in the Northern Transition Area, you should also hold a pre-submittal conference with the Orange County Planning Staff. [Section 15-141.2(g)(3)(a)]
  
- 2. COMPLETION OF ALL PRELIMINARY DESIGN REQUIREMENTS FOR MAJOR SUBDIVISIONS [SECTION 15-50]
  - a. Includes a map of constraints, a site ‘walkabout’, schematic site layout, etc.
  - b. See the “Conceptual Preliminary Plan” checklist for additional information
  
- 3. SUBMIT A NOTIFICATION MAP SHOWING ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING. ADDITIONALLY, SUBMIT TWO (2) SETS OF STAMPED, ADDRESSED ENVELOPES FOR ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING (Contact the Orange County GIS Department)
  - a. This is a requirement for all rezonings. Please consult Sections 15-323 and 15-141.2(g)(2) of the LUO for clarifying information.
  
- 4. COMPLETE APPLICATION(S):
  - a. Original rezoning petition. [Section 15-321(b)]

- b. Land Use Permit application (if seeking approval of CUP[s] at same time as rezoning/master plan approval). [Section 15-49]
  
- 5. APPROPRIATE VILLAGE MIXED USE REZONING, MASTER PLAN AND LAND USE PERMIT FEES BASED ON FEE SCHEDULE (Land use permit fees are due only if seeking CUP approval at the same time)
  
- 6. RECORDED PLAT/BOUNDARY SURVEY OF PROP. [AppendixA-6(d)]
  
- 7. DOCUMENTS RELATED TO THE SUGGESTED NEIGHBORHOOD INFORMATION MEETING (i.e., handouts, site drawings, notes about meeting, including attendees, etc.)
  
- 8. TOWN OF CARRBORO/NCDOT DRIVEWAY PERMIT (issued by Carrboro Public Works Department or NCDOT, respectively)
  
- 9. TREE REMOVAL JUSTIFICATION INFORMATION [Section 15-316]
  
- 10. "TRUTH IN DRAINAGE STATEMENT" RELATING TO IMPACTS ON UPSTREAM/DOWNSTREAM PROPERTIES AS A RESULT OF THE PROJECT [see Section 15-263 for additional information]
  
- 11. COMPLETED TOWN OF CARRBORO ANNEXATION PETITION (for projects outside of Carrboro Town Limits – may be annexed by phase as project is developed)
  
- 12. COMPLETED TRANSPORTATION IMPACT STATEMENT [Appendix A, A-7(14) and Sections 15-298 and 15-299]
  
- 13. RECREATION CALCULATION SHEET (on 8.5" X 11" sheet of paper)
  
- 14. HOMEOWNERS ASSOCIATION DOCUMENTS REVIEWED BY TOWN ATTORNEY [Sections 15-59, 15-67, 15-199, and 15-201]
  
- 15. **NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION (NPDC) REVIEW REQUIRED WITHIN ALL NPDC ZONING DISTRICTS**
  
- 16. INFORMATION REGARDING ADHERANCE TO THE RECOMMENDED ARCHITECTURAL STANDARDS OF SECTION 15-141.2 and 15-177 OF THE LUO
  
- 17. COMPLETED "SUBDIVISION FACT SHEET" FORM

## GENERAL PROCESSES FOR VILLAGE MIXED USE REZONING/MASTER PLAN SUBMITTALS (SUBMIT/ADDRESS ALL ITEMS)

- 1. IN ORDER FOR YOUR PROJECT/PROPERTY TO BE CONSIDERED FOR A VILLAGE MIXED USE REZONING, THE FOLLOWING CRITERIA/ITEMS MUST BE MET/ADDRESSED:
  - a. The subject property must comprise at least 50, but not more than 200 contiguous acres. [Section 15-141.2(d)(1)]
  - b. The subject property must be served by existing or proposed public streets so that traffic generated by the development of the tract proposed for rezoning can be accommodated without endangering the public health or safety. [Section 15-141.2(d)(2)]
  - c. The property must be served by OWASA water and sewer lines when developed. [Section 15-141.2(d)(3)]
  - d. No more than 350 total acres may be rezoned to the Village Mixed Use district and no more than 3 villages be developed in the Town's planning jurisdiction. [Section 15-141.2(e)]
  
- 2. IN ORDER FOR YOUR PROJECT/PROPERTY TO BE CONSIDERED FOR A VILLAGE MIXED USE REZONING, YOU MUST SUBMIT A DETAILED NARRATIVE DEMONSTRATING HOW YOUR PROJECT WILL ACHIEVE THE FOLLOWING DESIGN OBJECTIVES [Section 15-141.2(a)]:
  - a. The preservation of open space, scenic vistas, agricultural lands and natural resources within the Town of Carrboro and its planning jurisdiction and to minimize the potential for conflict between such areas and other land uses;
  - b. The creation of a distinct physical settlement surrounded by a protected landscape of generally open land used for agricultural, forest, recreational and environmental protection purposes;
  - c. Dwellings, shops, and workplaces generally located in close proximity to each other, the scale of which accommodates and promotes pedestrian travel for trips within the village;
  - d. Modestly sized buildings fronting on, and aligned with, streets in a disciplined manner;
  - e. A generally rectilinear pattern of streets, alleys and blocks reflecting the street network in existing small villages which provides for a balanced mix of pedestrians and automobiles;
  - f. Squares greens, landscaped streets and parks woven into street and block patterns to provide space for social activity, parks and visual enjoyment;
  - g. Provision of buildings for civic assembly or for other common purposes that act as visual landmarks and symbols of identity within the community;
  - h. A recognizable, functionally diverse, but visually unified village focused on a village green or square;
  - i. Development of a size and scale, which accommodates and promotes pedestrian travel rather than motor vehicle trips within the village;
  - j. Compliance with the policies embodied in this chapter for the development of a village mixed use.

- 3. IN ORDER FOR YOUR PROJECT/PROPERTY TO BE CONSIDERED FOR A VILLAGE MIXED USE REZONING, YOU MUST ALSO SUBMIT A WRITTEN AND GRAPHIC MASTER PLAN FOR THE PROPOSED VILLAGE MIXED USE DEVELOPMENT THAT ANSWERS THE FOLLOWING QUESTIONS/DESIGN OBJECTIVES AND/OR SHOWS THE FOLLOWING ITEMS [Section 15-141.2(g)(1)]:
  - a. The location, types, and densities of residential uses;
  - b. The location, types, and maximum floor areas and impervious surface areas for non-residential uses;
  - c. The location and orientation of buildings, parking areas, recreational facilities, and open spaces;
  - d. Access and circulation systems for vehicles and pedestrians;
  - e. How the development proposes to satisfy the objectives of and comply with the regulations applicable to a village mixed use development as set forth in Section 15-176.1 of this chapter;
  - f. How the development proposes to minimize or mitigate any adverse impacts on neighboring properties and the environment, including without limitation impacts from traffic and stormwater runoff; and
  - g. How the development proposes to substantially comply with the town's recommended "Village Mixed Use and Affordable Housing Vernacular Architectural Standards."
  
- 4. THE PLANNING BOARD, NORTHERN TRANSITION AREA ADVISORY COMMITTEE, APPEARANCE COMMISSION, ENVIRONMENTAL ADVISORY BOARD AND TRANSPORTATION ADVISORY BOARD (and other Boards/Committees as the Board of Aldermen may refer) SHALL REVIEW THE PROPOSED MASTER PLAN AT THE SAME TIME IT CONSIDERS THE REZONING REQUEST. [Section 15-141.2(g)(2)]
  - a. In response to suggestions made by any or all of the advisory boards, the applicant may revise the master plan before it is submitted to the Board of Aldermen.
  
- 5. THE REZONING AND MASTER PLAN REQUESTS MUST BE REVIEWED CONCURRENTLY. THE BOARD MAY NOT APPROVE THE REZONING REQUEST WITHOUT ALSO APPROVING THE MASTER PLAN FOR THE DEVELOPMENT. [Section 15-141.2(g)(3)(b and c)]
  - a. The Board may impose reasonable modifications and conditions in compliance with their legislative discretion.
  
- 6. APPLICATIONS FOR VILLAGE MIXED USE REZONINGS AND MASTER PLANS CONTAINING PROPERTY THAT IS LOCATED WITHIN THE TRANSITION AREA OF THE CARRBORO JOINT DEVELOPMENT AREA SHALL MEET WITH THE PLANNING STAFF OF BOTH THE TOWN OF CARRBORO AND ORANGE COUNTY. [Section 15-141.2(g)(3)(a)]
  
- 7. APPROVAL OF A VILLAGE MIXED USE REZONING AND MASTER PLAN DOES NOT OBTAIN A CUP FOR THE VILLAGE MIXED USE DEVELOPMENT (USE 32.000). THE CUP PLANS MUST BE SUBSTANTIALLY SIMILAR (DENSITY, GROSS FLOOR AREA, GENERAL ARRANGEMENT, ETC.) TO THE APPROVED VILLAGE MIXED USE REZONING/MASTER PLAN. [Section 15-141.2(g)(4)]

**GENERAL REQUIREMENTS FOR STORE FRONT USE AREAS WITHIN  
VILLAGE MIXED USE DEVELOPMENTS**  
(SUBMIT/ADDRESS ALL ITEMS)

- 1. THE MAXIMUM SIZE OF A COMMERCIAL AREA WITHIN A VILLAGE MIXED USE DEVELOPMENT IS 10% OF THE GROSS TRACT ACREAGE OR 5 ACRES, WHICHEVER IS LESS. [Section 15-176.2(a)]
- 2. THE USES PERMISSIBLE IN THE COMMERCIAL AREA OF A VILLAGE MIXED USE DEVELOPMENT ARE THE SAME USES WHICH ARE PERMISSIBLE IN THE B-3T AND/OR O/A ZONING DISTRICTS (SEE THE "TABLE OF PERMISSIBLE USES" – Section 15-146). [Section 15-176.2(a)]
- 3. WITHIN THE COMMERCIAL AREAS OF A VILLAGE MIXED USE DEVELOPMENT, THE REGULATIONS APPLICABLE TO PROPERTY ZONED B3-T SHALL APPLY, EXCEPT AS OTHERWISE PROVIDED IN SECTION 15-176.2 OF THE LAND USE ORDINANCE OR AS OTHERWISE ALLOWED BY THE BOARD OF ALDERMEN IN THE APROVAL OF THE MASTER PLAN OR CONDITIONAL USE PERMIT FOR THE DEVELOPMENT. [Section 15-176.2(a)(1)]
- 4. ALL COMMERCIAL AREAS OF A VILLAGE MIXED USE DEVELOPMENT MUST BE CONSTRUCTED WITHIN A "STOREFRONT USE AREA." THIS "STOREFRONT USE AREA" SHOULD ACHIEVE THE FOLLOWING [Section 15-176.2(a)(2-8) and 15-176.2(c)]:
  - a. The storefront use area shall provide a variety of retail shops and services to support the day-to-day needs of the village residents;
  - b. The storefront use area shall be complemented with other compatible business, civic and residential uses in commercial-type buildings in a manner consistent with a small downtown or central-market;
  - c. The storefront use area shall be located within an easy walking distance for residents of the village (the majority of the residential units usually located within a 1,500-foot radius [5-minute walk] of the storefront use area);
  - d. Nonresidential uses intended or expected to serve an area beyond the village development itself shall be located, to the extent practicable, to permit vehicular access from outside of the village development without passing on the residential streets;
  - e. The storefront use area shall be located at least 200 feet from an arterial street and at least one-half (1/2) mile from the nearest edge of another commercial center;
  - f. Parking areas that serve any commercial facility shall be screened from the view of public streets not located within the village development with a Type 'A' screen;
  - g. The additional land/building area required to construct required parking for residential uses located above commercial uses in the storefront use area shall not be treated as 'commercial area' for the purposes of the 10% or 5-acre 'cap' on commercial areas specified in Section 15-176.2(a);

- h. Commercial areas shall surround or be located adjacent to or across the street from a public park, green, or square. This space can be counted towards the open space requirements of the village development;
- i. Within the commercial areas authorized under this section (Section 15-176.2), buildings shall be designed and constructed so that each individual enterprise occupies an area of not more than 6,000 square feet per floor;
- j. Businesses utilizing a drive-in or through windows are not permitted in storefront use areas;
- k. Businesses requiring loading or unloading during non-daylight areas are not permitted in storefront use areas.

## GENERAL REQUIREMENTS FOR RESIDENTIAL AREAS WITHIN VILLAGE MIXED USE DEVELOPMENTS (SUBMIT/ADDRESS ALL ITEMS)

- 1. PORTIONS OF THE VILLAGE MIXED USE TRACT NOT DEVELOPED AS A STOREFRONT USE AREA SHALL BE DEVELOPED AS A RESIDENTIAL AREA. [Section 15-176.2(b)]
- 2. WITHIN THE RESIDENTIAL AREAS OF A VILLAGE MIXED USE DEVELOPMENT, THE REGULATIONS APPLICABLE TO PROPERTY ZONED R-10 SHALL APPLY, EXCEPT AS OTHERWISE PROVIDED IN SECTION 15-176.2 OF THE LAND USE ORDINANCE OR AS OTHERWISE ALLOWED BY THE BOARD OF ALDERMEN IN THE APPROVAL OF THE MASTER PLAN OR CONDITIONAL USE PERMIT FOR THE DEVELOPMENT. [Section 15-176.2(b)]
- 3. ALL RESIDENTIAL AREAS OF A VILLAGE MIXED USE DEVELOPMENT MUST BE DESIGNED/CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING [Section 15-176.2(b)(1 and 2)]:
  - a. The number of dwelling units permissible within the village development shall be determined in accordance with the provisions for Section 15-182.3 and 15-182.4, except:
    - 1. Areas used for commercial purposes shall *not* be subtracted from the adjusted tract acreage when determining the permissible density;
    - 2. Dwelling units constructed above commercial uses in storefront use areas shall be permissible *in addition* to the number of dwelling units otherwise authorized;
  - b. The residential portion of the village development shall contain a mixture of housing types and ownership/rental options so that the development provides housing opportunities for a broad range of income levels;
  - c. The village development shall contain a “townhouse use area” designed to provide a variety of housing opportunities. The “townhouse use area” shall:
    - 1. Include residential buildings, such as townhouses and/or apartments in close proximity to the “storefront use area”;
    - 2. Provide flexible use of buildings to accommodate compatible business and civic uses which supplement the storefront use area;
    - 3. The townhouse use area shall be a designated geographic area generally located along neighborhood streets and adjacent to the storefront use area;
  - d. In approving a Conditional Use Permit for a Village Mixed Use development, the Board may approve the following uses not generally authorized in the R-10 zoning district, subject to such restrictions and conditions as the Board may provide:
    - 1. Personal or business service;
    - 2. Office;
    - 3. Private club;
    - 4. Restaurant;
    - 5. Artist studio;

6. Guestrooms for lodging – 4 rooms maximum;
  7. Medical clinic or facility;
  8. Retail sales, if in conjunction & on same lot as a home occupation;
- e. The village development shall contain a “single-family detached residential use area” designed to provide single-family detached homes in a neighborhood environment;
- f. In approving a Conditional Use Permit for a Village Mixed Use development, the Board may approve the following uses not generally authorized in a single-family detached residential area zoned R-10, subject to such restrictions and conditions as the Board may provide:
1. Office, as an accessory use, for not more than 2 full-time employee equivalents.

**GENERAL REQUIREMENTS FOR OPEN SPACE AREAS WITHIN  
VILLAGE MIXED USE DEVELOPMENTS**  
(SUBMIT/ADDRESS ALL ITEMS)

- 1. THE OPEN SPACE PROVIDED WITHIN A VILLAGE MIXED USE DEVELOPMENT PURSUANT TO SECTION 15-198 SHALL INCLUDE AREAS KNOWN AS “VILLAGE CONSERVANCY USE AREAS” AND “GREENS, PARKS AND SQUARES.” [Section 15-176.2(e)]
  
- 2. ALL OPEN SPACE AREAS OF A VILLAGE MIXED USE DEVELOPMENT MUST BE DESIGNED/CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING [Section 15-176.2(e)(1-4)]:
  - a. Village conservancy use areas shall create a visual and physical distinction between the village development, the surrounding countryside and any neighboring developments;
  - b. Greens, parks and squares shall be spatially defined and distributed open spaces within the village development designed to serve a variety of outdoor leisure and assembly needs of the village residents;
  - c. There shall be a “main” village green centrally located in close proximity to the storefront use area. This “main” village green shall be no smaller than 30,000 square feet in size;
  - d. Other “smaller” greens, squares and parks shall be dispersed throughout the remainder of the village in such a way that no lot is more than ¼ mile from a green, square or park;
  - e. Open space areas set aside in accordance with this section ([5-176.2(e)] may be used to satisfy the 40% requirement of subsection 15-198(c). If the areas the developer is required to set aside as open space under Section 15-198, together with the areas required to be set aside under this subsection [15-176.2(e)], exceed 40% of the total acreage of the village mixed use tract, then the Board of Aldermen shall allow the developer to set aside less area in one or more of the open space categories otherwise required in Section 15-198 or in this subsection [15-176.2(e)] so that the developer is not required to preserve more than 40% of the development tract in open space.
  
- 3. OPEN SPACE AREAS SHOULD BE DESIGNED TO FOLLOW THE NATURAL FEATURES WHENEVER POSSIBLE AND TO PROVIDE FOR AN AGRICULTURAL, FOREST AND/OR UNDEVELOPED CHARACTER OF THE LAND. [Section 15-176.2(f)(1)(a)]
  
- 4. THE CORE OF THE VILLAGE SHALL BE DISTINGUISHED FROM THE PERIPHERAL, CONTIGUOUS OPEN SPACE BY A WELL-DEFINED “HARD EDGE” OF DWELLINGS IN CONTRAST WITH THE OPEN, LARGELY AGRICULTURAL, FOREST AND/OR UNDEVELOPED CHARACTER OF THE OPEN SPACE. [Section 15-176.2(f)(1)(b)]
  
- 5. THE VILLAGE SHOULD BE SITED SO AS TO BEST PRESERVE NATURAL VISTAS AND THE EXISTING TOPOGRAPHY. [Section 15-176.2(f)(1)(c)]

## GENERAL REQUIREMENTS FOR BLOCK DESIGN AND THE SPATIAL RELATIONSHIPS OF THE VARIOUS USE AREAS AND OPEN SPACE AREAS WITHIN VILLAGE MIXED USE DEVELOPMENTS

(SUBMIT/ADDRESS ALL ITEMS)

- 1. THE COMMON, PERIPHERAL OPEN SPACE SHALL SURROUND THE VILLAGE UNLESS EXPLICITLY MODIFIED UPON A FINDING THAT UNIQUE TOPOGRAPHICAL OR OTHER NATURAL FEATURES OR PREEXISTING BOUNDARY CONDITIONS REQUIRE AN ALTERNATIVE ARRANGEMENT. [Section 15-176.2(f)(2)(a)]
- 2. VILLAGE STOREFRONT USE AND TOWNHOUSE USE AREAS SHALL BE SURROUNDED BY THE RESIDENTIAL USE AREA OR, WHERE APPLICABLE, BY A COMBINATION OF RESIDENTIAL AND CIVIC USE AREAS. [Section 15-176.2(f)(2)(b)]
- 3. HIGHER DENSITY RESIDENTIAL LOTS SHOULD BE GENERALLY LOCATED BETWEEN THE DESIGNATED COMMERCIAL AREA AND LOWER DENSITY RESIDENTIAL LOTS. [Section 15-176.2(f)(2)(c)]
- 4. THE TRANSITION BETWEEN USES SHALL BE BLENDED TO AVOID A DISTINCT VISUAL SEGREGATION. [Section 15-176.2(f)(2)(d)]
- 5. THE VILLAGE SHOULD BE DESIGNED IN A GENERALLY RECTILINEAR PATTERN OF BLOCKS AND INTERCONNECTING STREETS AND ALLEYS, DEFINED BY BUILDINGS, STREET FURNITURE, LANDSCAPING, PEDESTRIAN WAYS AND SIDEWALKS. THE BLOCK DESIGN SHOULD BE AS FOLLOWS [Sections 15-176.2(f)(1)(d) and 15-176.2(f)(3)(a-g)]:
  - a. While topography, existing vegetation, hydrology and design intentions should influence block shape and size, the maximum length for a block is 480 feet. Blocks of up to 600 feet shall be allowed when mid-block pedestrian paths/walkways are provided;
  - b. No less than one 8-foot pedestrian alley or walkway must be provided for every 200 feet of road frontage in the storefront use area;
  - c. Village lots should minimize front and side yards, garage aprons, garage entrances and house/garage blank walls and should generally have as narrow a width as is practical to encourage pedestrian movement;
  - d. Each block which contains either storefront or narrow frontage townhouse lots shall be designed to include an alley or small clusters of parking, with all services accessed in the rear;
  - e. Similar land use types shall generally front one another while dissimilar land use types shall generally abut along alleys or rear parking;
  - f. Lot layout, path and sidewalk design shall ensure pedestrian access to each lot;
  - g. The “build-up line” of a block specifies a general cornice/roofline height that should be provided in order to establish a prominent visual dimension for buildings and their relation to the street. Building height should vary around the build-up line, with no more than 60 consecutive feet having a cornice/roofline of a similar height. The build-up line shall generally be two stories [see Section 15-176.2(f)(4)(a)];

6. ALL ROADS AND STREETS WITHIN VILLAGE MIXED USE DEVELOPMENTS SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS [Section 15-176.2(f)(6)(a through f)]:
- a. Streets shall be rectilinear and interconnected with clear, direct, understandable patterns, with variations as needed for topographical, environmental or other valid design considerations;
  - b. Streets shall be designed to:
    - 1. Parallel and preserve existing fence lines, tree lines, hedgerows and stone walls;
    - 2. Minimize alteration of natural site features;
    - 3. Secure the view to prominent natural vistas;
    - 4. Minimize the area devoted to vehicle travel;
    - 5. Promote pedestrian movement so that it is more convenient to walk than to drive;
    - 6. Be aligned so that the ‘terminal vistas’ are of open space features or a community structure of significance;
  - c. All neighborhood and local streets shall terminate at other streets within the village proper and shall provide connections to existing or proposed through streets or collectors outside the village, where practical. Loop roads, however, are allowed;
  - d. Sidewalks shall be required per Article XIV of the Land Use Ordinance, except as otherwise superceded by this section (15-176.2). All sidewalks shall be at least six feet (6’) in width in storefront and townhouse use areas and at least five feet (5’) in width in all other areas;
  - e. A plan for sidewalks and footpaths shall be provided and shall be designed to connect all houses with any of the village’s greens and parks;

## SPECIFIC DESIGN REQUIREMENTS FOR STOREFRONT AND TOWNHOUSE USE AREAS WITHIN VILLAGE MIXED USE DEVELOPMENTS

(SUBMIT/ADDRESS ALL ITEMS)

ALL STOREFRONT AND TOWNHOUSE USE AREAS SHALL MEET THE FOLLOWING ADDITIONAL DESIGN COMPONENTS [SECTION 15-176.2(F)(4)] – THIS IS IN ADDITION TO THE OTHER APPLICABLE REQUIREMENTS CONTAINED IN THE LAND USE ORDINANCE:

- 1. NEW MULTI-FAMILY AND COMMERCIAL BUILDINGS IN THE STOREFRONT AND TOWNHOUSE USE AREAS SHALL BE SUBJECT TO A MAXIMUM FRONT SETBACK IN ORDER TO MAINTAIN A STRONG SENSE OF STREETScape. TO CREATE THIS CONSISTENT STREETScape AND TO CREATE A DEFINED ‘EDGE’, NEW MULTI-FAMILY AND COMMERCIAL BUILDINGS SHOULD HAVE A CONSISTENT SETBACK FROM THE STREET. THE SETBACKS ARE AS FOLLOWS [Section 15-176.2(f)(4)(a and d)]:
  - a. Front – no minimum, 15’ maximum;
  - b. Rear – 20’ minimum;
  - c. Side – 0’ minimum, except at block ends or adjacent to alleys or pedestrian walkways;
  
- 2. THE MAXIMUM HEIGHT WITHIN THE STOREFRONT AND TOWNHOUSE USE AREAS IS 35’ AND TWO AND ONE-HALF STORIES [Section 15-176.2(f)(4)(b)].
  
- 3. THE MINIMUM STREET FRONTAGE PER LOT WITHIN THE STOREFRONT AND TOWNHOUSE USE AREAS IS 25’ [Section 15-176.2(f)(4)(c)].
  
- 4. PARKING WITHIN THE STOREFRONT AND TOWNHOUSE USE AREA SHALL BE SUBJECT TO THE FOLLOWING REQUIREMENTS, IN ADDITION TO THE OTHER PARKING REQUIREMENTS OF THE LAND USE ORDINANCE [Sections 15-176.2(f)(4)(e) and 15-176.2(f)(7)]:
  - a. Non-residential off-street parking shall generally be located to the rear or located within internal parking areas not visible from the street;
  - b. The permit-issuing authority may allow on-street parking spaces along the front of the property line to be counted towards the minimum number of spaces required for the use on that lot;
  - c. All on-street parking shall be either parallel to the curb on both sides of the street or diagonal to the street on the storefront side. In either case, landscaped breaks should be provided serving the pedestrian alleyways;
  - d. Off-street parking may be located within 100’ (measured along a publicly accessible route) from the lot containing the use to the parking area if the lot containing the parking is either owned or leased by the owner of the principal use or the lot containing the parking is dedicated to parking for as long as the use it is dedicated to continues **and** it is owned by an entity capable of maintaining the parking area(s);
  - e. No off-street parking shall be permitted in front yards of buildings located in the storefront or townhouse use areas;

- f. Parking shall not be the principal use of corner lots in the storefront or townhouse use areas. Further, parking in such areas shall generally be accessed by an alley only;
  - g. Any off-street parking space or parking lot in a storefront, townhouse or civic use area which abuts a public street right-of-way shall be buffered from the right-of-way by a landscaped area no less than four feet (4') in width. The landscaped area shall provide a continuous row of shrubs no less than three and one-half feet (3.5') high or by a wall no less than four feet (4') high and no more than six feet (6') high;
5. ALL PUBLIC SIDEWALKS AND WALKWAYS WITHIN STOREFRONT AND TOWNHOUSE USE AREAS SHALL MEET THE FOLLOWING REQUIREMENTS [Section 15-176.2(f)(4)(f)]:
- a. Be constructed of either brick or concrete with brick borders. In all cases, the sidewalks/walkways must meet all applicable accessibility requirements;
  - b. Be no less than six feet (6') in width;
  - c. Create a completely interconnected network of pedestrian walkways throughout the storefront and townhouse use areas;
6. PUBLIC SIDEWALKS AREAS ADJACENT TO THE PUBLIC STREET WITHIN STOREFRONT AND TOWNHOUSE USE AREAS SHALL PROVIDE THE FOLLOWING ACCESSORY FEATURES [Section 15-176.2(f)(4)(g)]:
- a. At least one (1) trash can of an approved design per block;
  - b. Public benches of an approved design at all bus stops and green spaces and at intervals of no greater than 50' along all blocks;
  - c. At least one (1) bike rack on each block;
7. ALL NEW CONSTRUCTION IN THE STOREFRONT AND TOWNHOUSE USE AREA SHALL BE OF SIMILAR SCALE AND MASSING TO THE SMALL-SCALE, HISTORIC BUILDINGS IN DOWNTOWN CARRBORO [Section 15-176.2(f)(4)(h)].
8. ALL BUILDINGS WITHIN STOREFRONT USE AREAS SHALL BE DESIGNED TO MEET THE FOLLOWING REQUIREMENTS [Section 15-176.2(f)(4)(j through m) and (o through q)]:
- a. Include show windows on the ground level. These 'storefront' windows are to be large and traditional in appearance and are to include low sills and high lintels;
  - b. Articulate the line between the ground and upper levels with a cornice, canopy, balcony, arcade or other visual device;
  - c. Include lighting in the show windows, subject to the applicable lighting and sign requirements of the Land Use Ordinance;
  - d. Project lighting on the sidewalk from about eight feet, subject to the applicable lighting requirements of the Land Use Ordinance;
  - e. Present the principal entrance to the sidewalk. If the principle entrance faces onto an interior courtyard, the entrance to the courtyard must be presented to the sidewalk;
  - f. The façade of storefront buildings may be separated from the sidewalk surface by a landscaped strip of no greater than three feet (3');

- g. The construction of open colonnades over a sidewalk adjoining storefront buildings may be permitted subject to the appropriate easement/encroachment agreement over the public right-of-way;
  - h. Materials in the exterior of buildings surrounding the greens shall be limited to a diversity of brick textures and colors. Awnings are encouraged. Wooden commercial grade windows and doors shall be used. Wooden exterior treatments and non-wooden windows and doors shall be allowed, subject to review and approval by the Appearance Commission and the permit-issuing authority;
  - i. Storefront buildings shall have at least 60% of their front façade parallel to the street;
  - j. The principal entrance shall be from the front sidewalk (either to the building or to an interior courtyard);
  - k. Storefront buildings fronting on the same street and located on the same block shall be attached, except as necessary to accommodate pedestrian ways;
9. ALL SIGNAGE IN THE STOREFRONT AND TOWNHOUSE USE AREA SHALL MEET THE FOLLOWING ADDITIONAL REQUIREMENTS [Section 15-176.2(f)(4)(n)]:
- a. Be affixed to the building façade, a canopy or an arcade;
  - b. Be located within the first (1<sup>st</sup>) story limit;
  - c. Be visible to both pedestrians and drivers;
  - d. Contain visual street numbers for each building;
  - e. Utilize lighting conforming to the applicable regulations of the Land Use Ordinance;
10. STREET TREES WITHIN THE STOREFRONT AND TOWNHOUSE USE AREA SHALL MEET THE FOLLOWING REQUIREMENTS [Section 15-176.2(f)(4)(r)]:
- a. The trees that are to be planted shall branch above eight feet (8') to facilitate viewing of storefronts and signage;
  - b. Trees shall be planted every thirty feet (30') to fifty feet (50'), depending on the size of the tree (see Appendix E – small tree and large tree lists), so as to create a regular pattern of street trees through the area;

## SPECIFIC DESIGN REQUIREMENTS FOR OTHER RESIDENTIAL AREAS WITHIN VILLAGE MIXED USE DEVELOPMENTS (SUBMIT/ADDRESS ALL ITEMS)

ALL SINGLE-FAMILY DETACHED RESIDENTIAL USE AREAS SHALL MEET THE FOLLOWING ADDITIONAL DESIGN COMPONENTS [SECTION 15-176.2(F)(5)] – THIS IS IN ADDITION TO THE OTHER APPLICABLE REQUIREMENTS CONTAINED IN THE LAND USE ORDINANCE:

- 1. ALL LOTS IN THE SINGLE-FAMILY DETACHED USE AREA SHALL BE LOCATED ALONG LOCAL STREETS AND AROUND THE PERIMETER OF THE COMBINED STOREFRONT AND TOWNHOUSE USE AREA. FURTHER, THE SINGLE-FAMILY DETACHED USE AREA SHALL BE LOCATED BETWEEN THE STOREFRONT AND TOWNHOUSE USE AREA AND THE VILLAGE CONSERVANCY DISTRICTS [Section 15-176.2(f)(5)(a)].
- 2. THE MINIMUM LOT WIDTH AT THE BUILDING LINE FOR ALL LOTS WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL BE FORTY FEET (40') [Section 15-176.2(f)(5)(b)].
- 3. ALL PRINCIPAL BUILDINGS LOCATED WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL MEET THE FOLLOWING SETBACK REQUIREMENTS [Section 15-176.2(f)(5)(c)]:
  - a. Front – 15' minimum (8' to porches and/or steps) and a 25' maximum;
  - b. Rear – 30' minimum (principal) and 5' minimum (accessory);
  - c. Side – 20' separation between principal bldgs. with a 5' minimum per lot;
- 4. THE MAXIMUM IMPERVIOUS SURFACE COVERAGE PER LOT WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL BE 50% [Section 15-176.2(f)(5)(d)].
- 5. THE MAXIMUM HEIGHT OF BUILDINGS WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL BE 35' [Section 15-176.2(f)(5)(e)].
- 6. ALL RESIDENTIAL STRUCTURES CONSTRUCTED WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL BE DESIGNED TO REFLECT CARRBORO'S VERNACULAR BUILDING TRADITION IN ACCORDANCE WITH THE DESIGN STANDARDS ("VILLAGE MIXED USE AND AFFORDABLE HOUSING VERNACULAR STANDARDS") INCLUDED BY REFERENCE AS PART OF SECTION 15-141.2(G) OF THE LAND USE ORDINANCE [Section 15-176.2(f)(5)(f)].
- 7. ALL ACCESSORY DWELLING UNITS WITHIN THE SINGLE-FAMILY DETACHED USE AREA SHALL MEET THE FOLLOWING REQUIREMENTS [Section 15-176.2(f)(5)(g)]:
  - a. Shall comply with architectural requirements of Section 15-176.2(f)(5)(f);
  - b. Maximum of one (1) accessory dwelling unit (ADU's) for lots less than 10 acres;
  - c. The gross floor area shall not exceed 900 square feet;

- d. Exterior fire-exit stairs are prohibited on any side (must be on rear);
- e. All off-street parking for ADU's shall be located to the side or rear of the building and shall be visually screened from adjoining properties and from all streets;

## SPECIFIC DESIGN REQUIREMENTS FOR LANDSCAPING WITHIN VILLAGE MIXED USE DEVELOPMENTS (SUBMIT/ADDRESS ALL ITEMS)

ALL LANDSCAPING SHALL MEET THE FOLLOWING ADDITIONAL DESIGN COMPONENTS  
[SECTION 15-176.2(F)(8)] - THIS IS IN ADDITION TO THE STANDARD LANDSCAPING  
REQUIREMENTS CONTAINED IN THE LAND USE ORDINANCE:

- 1. THE APPLICANT SHALL SUBMIT A COMPREHENSIVE LANDSCAPE MASTER PLAN FOR ALL AREAS OF THE VILLAGE AND VILLAGE CONSERVANCY AREA, IDENTIFYING THE LOCATION, SIZE AND TYPE OF BOTH EXISTING VEGETATION TO BE RETAINED AND PROPOSED NEW VEGETATION. THIS PLAN SHALL ALSO INCLUDE THE PHASING OF THE LANDSCAPE INSTALLATION AND DETAILS ABOUT PROPOSED PLANTING METHODS [Section 15-176.2(f)(8)(a)].
- 2. SHADE TREES SHALL BE PROVIDED ALONG EACH SIDE OF ALL STREETS (public or private, existing or proposed). THESE SHADE TREES SHALL ALSO BE MASSED AT CRITICAL POINTS, SUCH AS FOCAL POINTS ON A CURVE IN THE ROADWAY. IN LOCATIONS WHERE HEALTHY AND MATURE SHADE TREES EXIST, THE REQUIREMENT FOR NEW TREES MAY BE WAIVED OR MODIFIED [Section 15-176.2(f)(8)(b)].
- 3. PARKING LOTS LARGER THAN 19 SPACES AND/OR 6,000 SQUARE FEET IN SIZE SHALL PROVIDE INTERNAL LANDSCAPING AS WELL AS A LANDSCAPED BUFFER ON THE EDGE OF THE LOT [Section 15-176.2(f)(8)(c)].
- 4. TREES AND OTHER PLANTS SHOULD BE CHOSEN WITH REFERENCE TO APPENDIX E OF THE LAND USE ORDINANCE [Section 15-176.2(f)(8)(d)].
- 5. TREES AND OTHER PUBLIC LANDSCAPING SHALL BE PROTECTED BY MEANS OF SUITABLE BARRIERS [Section 15-176.2(f)(8)(e)].
- 6. THE METHOD AND MEANS FOR PROVIDING QUALITY STREET TREES AND OTHER COMMUNITY LANDSCAPING SUCH AS IN VILLAGE GREENS, PARKS AND SQUARES SHALL BE ADDRESSED [Section 15-176.2(f)(8)(f)].
- 7. THE DEVELOPER SHALL BE REQUIRED TO POST A SUITABLE PERFORMANCE BOND TO ENSURE THAT ANY TREE THAT DIES WITHIN 18 MONTHS OF PLANTING SHALL BE REPLACED WITH THE SAME SPECIES AND SIZE. FURTHER, THE BOND SHOULD ENSURE THAT ALL LANDSCAPING IS MAINTAINED (i.e., irrigated and fertilized) FOR A PERIOD OF 36 MONTHS FROM THE TIME OF PLANTING [Section 15-176.2(f)(8)(g)].
- 8. IF TREES ARE REMOVED, THEY SHALL BE REPLACED WITH TREES OF SIMILAR SIZE AND FUNCTION [Section 15-176.2(f)(8)(g)].

FORM:  <p style="text-align: center;"><b>VMU 2000</b></p>	REVIEW DATE:  
REVIEWED BY:  	REVIEW #:  
PROJECT NAME:  	DATE OF PREVIOUS REVIEW:  

**NOTE #1:** Please note that if you plan on obtaining Conditional Use Permit approval at the same time as your Village Mixed Use Rezoning and Master Plan approval, you must complete both Part I and Part II of this checklist simultaneously. Otherwise, you must complete the requirements of Part I and receive approval of the Board of Aldermen. Following this approval, you would then need to complete the requirements of Part II and receive approval of your Conditional Use Permit.

**NOTE #2:** Carefully review all supplementary standards contained in Section 15-176.2 for your project. Unless otherwise specified, Section 15-176.2 shall be the applicable section of the Land Use Ordinance when in conflict with other sections.

## PART I: PROCESS GUIDE AND CHECKLIST FOR VILLAGE MIXED USE CONDITIONAL USE PERMIT REQUESTS

### SUPPORTING/SUPPLEMENTAL INFORMATION (SUBMIT/ADDRESS ALL ITEMS)

- 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
  - a. Attend a meeting with Town Staff at Development Review.
  - b. Attend an independent meeting with the Town Engineer to discuss drainage design (both quantity and quality) and other issues surrounding the drainage review process.
  - c. If the project is in the Northern Transition Area, you should also hold a pre-submittal conference with the Orange County Planning Staff.  
[Section 15-141.2(g)(3)(a)]
- 2. APPROVAL OF VILLAGE MIXED USE REZONING AND MASTER PLAN  
[SECTION 15-141.2 and 15-176.2]
  - a. See “Part I” of the “Village Mixed Use Checklist”;
  - b. Supply a copy of the approved rezoning documents;
- 3. SUBMIT A NOTIFICATION MAP SHOWING ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING. ADDITIONALLY, SUBMIT TWO (2) SETS OF STAMPED, ADDRESSED ENVELOPES FOR ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING (Contact the Orange County Land Records Department)
  - a. This is a requirement for all CUP’s. Please consult Sections 15-102 of the Land Use Ordinance for clarifying information.

- 4. COMPLETE APPLICATION:
  - a. Land Use Permit application. [Section 15-49]
- 5. APPROPRIATE CONDITIONAL USE PERMIT FEES BASED ON FEE SCHEDULE
- 6. RECORDED PLAT/BOUNDARY SURVEY OF PROP. [AppendixA-6(d)]
- 7. DOCUMENTS RELATED TO THE SUGGESTED NEIGHBORHOOD INFORMATION MEETING  
(i.e., handouts, site drawings, notes about meeting, including attendees, etc.)
- 8. TOWN OF CARRBORO/NCDOT DRIVEWAY PERMIT  
(issued by Carrboro Public Works Department or NCDOT, respectively)
- 9. TREE REMOVAL JUSTIFICATION INFORMATION [Section 15-316]
- 10. “TRUTH IN DRAINAGE STATEMENT” RELATING TO IMPACTS ON UPSTREAM/DOWNSTREAM PROPERTIES AS A RESULT OF THE PROJECT [see Section 15-263 for additional information]
- 11. COMPLETED TOWN OF CARRBORO ANNEXATION PETITION  
(for projects outside of Carrboro Town Limits – may be annexed by approved phase as project is developed)
- 12. COMPLETED TRANSPORTATION IMPACT STATEMENT AND ANY NECESSARY SATELLITE PARKING AGREEMENTS  
[Appendix A, A-7(14) and Sections 15-298 and 15-299]
- 13. RECREATION CALCULATION SHEET (on 8.5” X 11” sheet of paper)
- 14. OWNERS/HOMEOWNERS ASSOCIATION DOCUMENTS REVIEWED BY TOWN ATTORNEY [Sections 15-59, 15-67, 15-199, and 15-201]
- 15. **NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION (NPDC) REVIEW REQUIRED WITHIN ALL NPDC ZONING DISTRICTS**
- 16. INFORMATION REGARDING ADHERANCE TO THE RECOMMENDED ARCHITECTURAL STANDARDS OF SECTIONS 15-141.2 AND 15-177 OF THE LUO
- 17. COMPLETED “SUBDIVISION FACT SHEET” FORM

## COVER SHEET

### SHOW THE FOLLOWING FEATURES/INFORMATION ON THE COVER SHEET

- 1. NAME OF DEVELOPMENT AND/OR PHASE
- 2. TYPE OF PERMIT/APPROVAL REQUESTED (**CUP for VMU Master Plan**)
- 3. LEGAL OWNER'S NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- 4. CONSULTING FIRM NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- 5. PLANS DESIGNED BY:
- 6. PLANS DRAWN BY:
- 7. DATE OF PLANS:  
Include all revision dates.
- 8. SHEET INDEX (Please note that each sheet must be included in 'Sheet Index')

**Sample:**

**SHEET #**

	<b>COVER</b>
Cover Sheet	<b>COVER</b>
Approved Conceptual Project Design	CP 1
Site Plan	SP 2
Open Space and Recreation Plan	OR 3
Utility Plan	UP 4
Landscape Plan	LP 5
Grading & Storm Drainage Plan	GP 6
Details	DP 7
Approved Rezoning and Master Plan	MP 8

- 9. LOCATION MAP: [Appendix A, A-4(a)]  
Small scale (i.e., 1:1200)  
Property located with shading  
Surrounding streets within ½ mile shown
- 10. INCLUDE A SECTION ENTITLED "RESIDENTIAL SUMMARY INFORMATION" LISTING THE FOLLOWING INFORMATION:
  - a. Tract size (acreage and square feet)
  - b. Show density calculation by zone [15-182 and 15-176.2(b)(1)]
    - 1. Use adjusted tract acreage for R-10 through RR [15-182.3]
    - 2. Include density bonuses for providing affordable units [15-182.4]
    - 3. Include number of "free" units in storefront use area [15-176.2(b)(1)]
  - c. Total number of proposed units (both inclusive and exclusive of free units)
  - d. Number and size of each phase (acreage, square feet and # of lots):
    - 1. List lots by phase
    - 2. Include a detailed phasing schedule
    - 3. Show link between % commercial and % residential, by phase
  - e. Existing use and use # from 'Use Table' [15-146 and 15-176.2(a-c)]
  - f. Proposed use and use # from 'Use Table' [15-146 and 15-176.2(a-c)]

- g. Detailed townhouse parking info. [15-176.2(f)(4, 5 and 7) and 15-291]
  - 1. Number of spaces required
  - 2. Number of existing spaces
  - 3. Number of proposed spaces (std., compact, HC, bike racks, etc.)
  - 4. Location of proposed spaces
- h. Recreational amenities/requirements [15-196]:
  - 1. Amount of points required (# of units x multiplier)
  - 2. Amount of points provided (show # of points per item and total)
- i. Open space [15-176.2(e and f) and 15-198]:
  - 1. Amount of open space required (acreage and square footage)
  - 2. Amount of open space provided (acreage and square footage)
    - Amount of 'primary' by category (include %)
    - Amount of 'secondary' by category (include %)
  - 3. Location and amount of squares, greens, pocket parks, etc.
- j. Size limited units [15-188]:
  - 1. Total # of units
  - 2. # of 1,100 square foot units (include %)
  - 3. # of 1,350 square foot units (include %)
  - 4. Identify location on the site plan and include a chart on the cover sheet
- k. Maximum building height for the zoning district by use area [15-176.2(f)(3-5) and 15-185]
- l. Tax map reference number(s)
- m. Address of property
- n. Zoning district (see 'Official Zoning Map')

11. INCLUDE A SECTION ENTITLED "COMMERCIAL SUMMARY INFORMATION" LISTING THE FOLLOWING INFORMATION:
- a. Size of commercial area (acreage and square feet) [15-176.2(a)]
  - b. Total number of proposed commercial lots
  - c. Floor area of:
    - 1. Existing buildings
    - 2. Proposed buildings (Buildings are limited to 6,000sf of gross floor area per business per floor [Section 15-176.2(a)(8)])
  - d. Existing use and use # from 'Use Table' [15-146 and 15-176.2(a-c)]
  - e. Proposed use and use # from 'Use Table' [15-146 and 15-176.2(a-c)]
  - f. Detailed parking information for the commercial/storefront use area, to include: [15-176.2(f)(4, 5 and 7) and 15-291]
    - 1. Number of spaces required
    - 2. Number of existing spaces
    - 3. Number of proposed spaces (std., compact, HC, bike racks, etc.)
    - 4. Location of spaces
  - g. Number of proposed phases (square footage, parking, etc. by phase)
    - 1. List commercial area by phase
    - 2. Include a detailed phasing schedule
    - 3. Show link between % commercial and % residential, by phase
  - h. Total impervious surface area per commercial lot or by commercial area (square footage and % of lot area)
  - i. Proposed building height (height and number of stories) [15-176.2(f)(3-5) and 15-185]
  - j. Tax map reference number(s)
  - k. Address of property

- l. Zoning district (see 'Official Zoning Map')
- 
12. INCLUDE A SECTION ENTITLED "VILLAGE MIXED USE COMPLIANCE INFORMATION" AND PROVIDE INFORMATION DEMONSTRATING COMPLIANCE SECTION 15-141.2 OF THE LUO
    - a. Size of VMU [Section 15-141.2(d)(1)]
    - b. Proposed or existing street information [Section 15-141.2(d)(2)
      1. Size, type, sidewalks, etc.
    - c. OWASA water and sewer [Section 15-141.2(d)(3)]
    - d. Total area of VMU & total # of VMU's in Carrboro [Section 15-141.2(e)]
  13. PROVIDE A NOTE REFERENCING THE VILLAGE MIXED USE NARRATIVE REQUIRED BY SECTION 15-141.2(A) DEMONSTRATING COMPLIANCE WITH THE VILLAGE MIXED USE OBJECTIVES. REFERENCE THE DOCUMENT AS AN APPENDIX TO THE CUP PLANS.
  14. PROVIDE A NOTE STATING THAT "PER SECTION 15-176.2(F)(5)(D) OF THE LAND USE ORDINANCE, THE MAXIMUM IMPERVIOUS SURFACE ON EACH SINGLE-FAMILY DETACHED RESIDENTIAL USE AREA LOT IS 50%."

## SITE PLAN

### SHOW THE FOLLOWING FEATURES ON SITE PLAN

PLEASE INCLUDE ITEMS 1 THRU 20 ON ALL PLAN SHEETS (AKA 'BASE INFORMATION')

- 1. SHOW ALL TRACT BOUNDARIES  
Include property corners, label the control corner, include metes and bounds, etc.
- 2. SHOW ALL ADJACENT PROPERTY BOUNDARIES  
Include the following for each property:
  - a. Name of owner
  - b. Tax map number
  - c. Zoning district
  - d. Use classification (use and # from 'Permissible Use Table') [15-146]
- 3. SHOW LOCATION OF ALL EXISTING BUILDINGS AND/OR SIGNS
  - a. Show all existing buildings on the site and within 50' of the subject property.
  - b. Include the square footage and use category in the footprint of the existing building(s).
  - c. If the project is an extensive redevelopment, you may need an 'Existing Conditions' plan sheet.
- 4. SHOW ALL PROPOSED LOT BOUNDARIES  
Include the following for each lot:
  - a. Label the various "use areas" for the project [15-176.2]
  - b. Property corners
  - c. Metes/bounds
  - d. Lot area in acreage/square feet [Sections 15-176.2(b), 15-182 and 15-187]
  - e. Lot setbacks [Sections 15-176.2(f)(4-5), 15-184 and 15-187]
  - f. Minimum lot width [Sections 15-176.2(f)(4-5) and 15-183]
  - g. Include an assigned lot #
  - h. Lot lines should be placed along natural drainage areas and in areas containing specimen trees (the setbacks act as 'de facto' protection)
- 5. SHOW LOCATION OF ALL PROPOSED BUILDINGS, SIGNS AND OTHER PROMINENT SITE FEATURES  
Include the square footage, use category and finished floor elevation (FFE) in the footprint of the proposed building(s).
- 6. SHOW AND LABEL SETBACK FOR THE DIFFERENT USE AREAS  
Village Mixed Use AIS projects can establish different setbacks than prescribed. The exterior boundary of projects must contain setbacks meeting the standards of Section 15-184. The setbacks for the use areas must comply with Section 15-176.2(f)(4-5).
- 7. SHOW ALL EXISTING AND PROPOSED STREETS/ROADS [Section 15-176.2(f)(3 and 6) and Article XVI] AND PARKING AREAS [Section 15-176.2(a and f) and 15-291]
  - a. Show/label the following for each street:
    - 1. Street classification

2. Extent of pavement/curb (label width)
  3. Wheelchair ramps
  4. Sidewalks (minimum = 5' in residential areas, 6' in commercial areas )
  5. Right-of-way width
  6. Driveway locations
  7. Bike lanes
  8. Road names
  9. Label block lengths, alley locations, etc.
  10. All improvements to existing 'entrance/peripheral' streets
  11. Label as public/private
    - If public, ensure that connectivity is included
    - If private, ensure compliance with Section 15-220 of the LUO
8. PARKING – SHOW, LABEL & INCLUDE THE FOLLOWING ON PLANS: [Section 15-176.2(a and f), 15-290 and 15-291]
- a. Parking layout and dimensions (for standard, compact and handicapped)
  - b. Parking stop location (include a detail – concrete, 3.5' from edge of walk/curb, needed adjacent to vegetation and sidewalks)
  - c. Parking aisle widths
  - d. Crosswalks at driveway/street/sidewalk intersections
  - e. Compact and handicapped space markings and signs (include a detail)
  - f. Driveway width, radius, etc.
  - g. Loading space (include dimensions and a detail, if applicable)
  - h. Details for paving, curb and gutter, concrete, parking stops, etc.
  - i. Include a note concerning fire lane striping. The note should read “Fire lane striping will be coordinated with the Carrboro Fire Marshall prior to the issuance of a CO per Chapter 12 of the Carrboro Town Code.”
  - j. Include a note specifying that a ‘hard surface’ is required prior to building construction (contact Fire Department for further information)
  - k. Show parking for all storefront and townhouse use areas [15-176.2(a and f) and 15-291]
  - l. Show parking for all lots within single-family detached use areas, including all accessory dwelling units [15-176.2(f) and 15-291]
9. SHOW ALL PROPOSED PHASES [Section 15-61 and 15-176.2(d)]
- a. Include a detailed phasing schedule
  - b. Include phase lines
  - c. Provide the # of lots by phase
  - d. Include the lot #'s by phase (i.e., phase 1 = lots 1-25)
  - e. Ensure that each phase meets the requirements of the LUO (i.e., screening, recreation, etc.)
  - f. Link % commercial to % residential in each phase
10. SHOW AND LABEL ALL RECREATION AREAS
11. SHOW AND LABEL ALL OPEN SPACE AREAS
12. WRITTEN AND GRAPHIC SCALE (Include on all plan sheets)  
The plans must be drawn so that all features are discernible (1" = 50' preferred)

- 13. NORTH ARROW (Include on all plan sheets)
- 14. MARGIN INFORMATION (Include on all plan sheets)  
Please include the following information on the right-hand margin of each sheet:
  - a. Name of development and phase number
  - b. Type of permit/plan submittal
  - c. Sheet title and sheet number
  - d. Owner's name, address, phone and fax number
  - e. Applicant's name, address, phone and fax number
  - f. Consulting firm(s) name, address, phone and fax number
  - g. Name of designer/drawer
  - h. Plan date (include all revision dates)
- 15. SHOW AND LABEL ALL STREAMS, FLOODWAYS, AND FLOODPLAIN BOUNDARIES
  - a. Development activity adjacent to and within streams and floodways/floodplains is extremely restricted. Please review the LUO for additional information [Section 15-254 through 15-257].
  - b. Any lot containing floodway/floodplain must be capable of supporting a structure per Section 15-255(b)(1). Show buildable area on lot.
  - c. Show all stream crossings and/or intrusions (i.e., parking, trails, sewer lines, etc.) and ensure that they are permitted by the LUO.
- 16. SHOW AND LABEL ALL STREAM BUFFERS [Section 15-268 AND 15-269]  
No disturbance is permitted within the stream buffer(s) except in conjunction with 15-268(f) and 15-269(e) of the LUO.
- 17. SHOW THE FOLLOWING TREE INFORMATION:[Appendix A, A-5]
  - a. Existing and proposed tree line on the site and within 50' of the site.
  - b. Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site. Additionally, include the following information:
    - 1. Identify the trees to be removed on the plans
    - 2. Provide the following information in a table for all specimen trees:
      - Tree number
      - Type of tree
      - Size (diameter) of tree
      - Whether the tree will be removed or retained
- 18. SHOW AND LABEL ALL EXISTING UTILITIES AND DRAINAGE SYSTEMS ON OR ADJACENT TO THE SITE
- 19. SHOW ALL EXISTING AND PROPOSED EASEMENTS  
Include the following information on the plans:
  - a. Easement type (water/sewer, drainage, access, etc.)
  - b. Label as public or private
  - c. Include the easement width
- 20. SHOW THE LOCATION OF ANY REFUSE AND RECYCLING CONTAINERS, BIKE RACKS, BENCHES, ETC. ON THE SITE (and within 50' of the site) [Section 15-176.2(f)(5)(g) and 15-250]

- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans).
  - b. If a dumpster is used, a dumpster pad constructed to the specifications of the Public Works Director must be used (show location of pad on the plans and provide a detail)
  - c. Show the locations of the trash cans, public benches and bike racks required by Section 15-176.2(f)(5)(g). Include a detail of each on the detail sheet.
21. SHOW THE LOCATION OF ANY EXISTING OR PROPOSED BUS SHELTER(S)
- a. Include a letter from Chapel Hill Transit indicating that they have been contacted concerning desired or anticipated system upgrades that are needed as a result of your proposed project.
  - b. Show the location of any existing or proposed bus shelter along with a sidewalk connecting the shelter to the site.
  - c. Show any associated road widening, bus pull-off area, etc. required as a result of the site upgrade (for existing bus-stops) or the installation of the bus shelter (for proposed bus stops).
  - d. Include a detail of the bus shelter with the plans. The shelter approved by the Board of Aldermen is a “Design Works” shelter that must be constructed on-site.

## OPEN SPACE AND RECREATION PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 20 ON 'SITE PLAN')

- 1. COMPUTATION SHOWING REQUIRED RECREATION POINTS AND POINTS CLAIMED FOR FACILITIES PROVIDED [Section 15-196]
  - a. Show amount of recreation points required. The # of units x multiplier = the amount of recreation points required [Section 15-196(c)].
  - b. Show amount of recreation points provided (show calculations for each piece of equipment/amenity), including: [Section 15-196 and Appendix G]
    - List of equipment and cost
    - Conceptual design
  - c. Show calculation demonstrating compliance with children's amenities:
    - 1. The project must have 10% of required recreation points in amenities designed for children 12 or under.
  - d. Include descriptions, elevations and details of equipment to be used in mini-parks and/or facilities to be constructed on the property.
  - e. Any 'payments-in-lieu' for required recreational amenities must be approved by the Recreation and Parks Director. Please submit a letter of approval from the Recreation and Parks Director that specifies the number of recreational points that can be satisfied by a payment-in-lieu. [Section 15-203]
  
- 2. REQUIREMENTS FOR RECREATION FACILITIES
  - a. Bike and pedestrian easements are generally required in primary conservation areas for the purpose of connecting to adjacent bikeway and pedestrian systems. [Section 15-196(e)]
  - b. Recreation facilities/amenities should be located throughout the development. [Section 15-196(g)]
  - c. Each recreation area must be a minimum of 1,200 square feet and screened.
  - d. Only play fields and bike/pedestrian paths may be 'double counted' (including land costs) as open space and recreation (note that an easement dedication does not equal recreation points – only trail construction does). [Section 15-196(h)]
  - e. Homeowner's Association maintenance is required for all facilities/amenities not dedicated to the Town. Please note that the Town is not required to accept offers of dedication. [Section 15-67]
  - f. Show the location of any planned support facilities, including:
    - 1. Parking
    - 2. Bike racks
    - 3. Screening
  - g. Label all recreational amenities as public or private.
  
- 3. COMPUTATION SHOWING REQUIRED OPEN SPACE AND OPEN SPACE PROVIDED [Section 15-198]
  - a. Show amount of open space required (both acreage and square feet).
  - b. Show amount of open space provided (both acreage and square feet).

1. Include amount of primary constraint (square feet, acreage and %) [15-198(b)(4)]
2. Include amount of secondary constraint (square feet, acreage and %) [15-198(b)(5)]
- c. Any 'payments-in-lieu' for open space must be approved by the permit issuing authority during the permit approval process. Please submit a letter justifying the request so that it may be included with the staff report.
- d. Demonstrate compliance with Section 15-176.2(e and f).

4. REQUIREMENTS FOR OPEN SPACE

- a. All 'primary conservation areas' must be set aside as open space, even in excess of 40% (except hardwoods, which must be preserved to the extent practicable). Areas in excess of the 40% requirement can be on private lots by specifying buildable areas and creating overlay easements on the property. [Section 15-198(g)]
- b. 'Open Space' refers to areas that are not: [Section 15-198(b)(1)]
  1. Encumbered by substantial structures
  2. Devoted to street, parking, sidewalks, etc.
  3. Part of a privately owned lot [see exception in Section 15-198 (g)]
- c. All areas intended for open space should be a minimum of 50' in width. The exception to this requirement deals with trail connections linking larger open space areas. [Section 15-198(b)(2)]
- d. All open space must be accessible to the residents of the project or the general public. [Section 15-198(b)(1)(d)]
- e. If the project has 25 lots or more, you must provide: [Section 15-198(d)]
  1. A flat, well-drained, grassed play field of at least 20,000 square feet (400 square feet per dwelling unit is required, with the minimum size being 20,000 square feet)
  2. Play field(s) must be located so that 90% of all lots in the project are within 1,500 feet of the play field
  3. Play field(s) may be counted for recreation points and open space (land costs can not be used for the recreational component, however)
- f. Homeowner's Association (HOA) maintenance is required for all open space not dedicated to the Town. Please note that the Town is not required to accept offers of dedication. [Section 15-199]
- g. Label all open space as public or private. [Appendix A, A-6(b)(9)]
- h. Demonstrate compliance with Section 15-176.2(e and f).

## UTILITY PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 20 ON 'SITE PLAN')

- 1. SHOW PROPOSED WATER SYSTEM  
[Sections 15-141.2(d), 15-237, 15-240, 15-241, 15-249 and 15-256]
  - a. Show the proposed water system (including the connection to existing water system) with size of pipe and type of material noted.
  - b. Show location of water services (one per lot).
  - c. Show the location of existing and proposed fire hydrants adhering to the following requirements:
    - 1. Fire Chief shall determine the location of hydrants if there is a dispute/problem
    - 2. Hydrants must be within 500' of all lots and/or buildings
    - 3. Hydrants must be served by at least a 6" line and must have two (2) 2.5" connections and one (1) 4.5" connection
    - 4. Hydrant connections must be located at least 21.5" from ground level
    - 5. Add a note specifying that "No framing may begin until hydrants are operational"
    - 6. Add a note specifying that "An all-weather travel surface must be in place on the roadway prior to receiving final plat approval and/or building permits
  - d. Water lines should be looped, when possible, to provide adequate fire flow and to avoid 'dead-end' lines. Please submit fire-flow calculations for review by the Fire Chief and Town Engineer.
  
- 2. SHOW PROPOSED SEWER SYSTEM  
[Sections 15-141.2(d), 15-237 thru 15-239 and 15-256]
  - a. Show connection to the existing sewer system with size of pipe and type of material noted.
  - b. Show proposed sewer system (outfalls, interceptors, collectors, manholes, pump station, etc.).
  - c. Show location of sewer services (one per lot).
  - d. Include the size and type of pipe/material used, inverts in and out, rim elevations, slope percentages of pipe segments, etc.
  - e. See Section 15-237 for OWASA connection requirement – 200' + 10'/unit for each unit over four (4).
  
- 3. SHOW LIGHTING  
[Sections 15-176.2(f)(5)(j), 15-242 and 15-243]
  - a. Show the location of all streetlights. If using a style other than the Town standard, please include a detail on the plan sheets and submit a letter from the Director of Public Works approving the deviation. Please note that the Homeowner's Association (HOA) is responsible for paying any difference in costs of installation and/or maintenance.
  - b. For commercial and townhouse areas, show the location of the proposed site lighting. Include the following:
    - 1. Location of proposed lighting in the parking area
    - 2. Light detail with height to top of light (15' maximum), type of light (shoebox style or low-level decorative lights recommended) and wattage of light indicated

3. Show the iso-candle footprint of the lights on the plan (maximum illumination at the property line is 0.2 footcandles measured at grade)
    4. Demonstrate compliance with Section 15-176.2(f)(5)(j)
4. SHOW/PROVIDE ELECTRIC, TELEPHONE, CABLE, GAS INFORMATION [Section 15-244 thru 15-248]
  - a. Submit letters from all applicable utility companies certifying that the utility company can serve all lots within the subdivision via the existing infrastructure.
  - b. Include a note stating that all new utilities must be located underground.
  - c. As-built drawings must be submitted to the Town for any utilities installed by the developer within the public right-of-way (water/sewer). All utilities installed by a utility company (electric, cable, gas, telephone) should be shown on as-built drawings maintained by the utility company.
  - d. Include a typical drawing/detail for the location of all utilities within the right-of-way. Use standard drawing #6 or #7 in Appendix C.
  - e. The utilities should generally be located within the alleys.
5. SHOW ALL EXISTING UTILITIES [Appendix A]
  - a. Show the location of all existing utilities on the site (both above and below ground).
  - b. Indicate whether the existing utilities will 'remain' or be 'removed'.
  - c. If the utilities are to be relocated on the site, they must be placed underground.
6. SHOW ALL EASEMENTS [Appendix A]
  - a. Show all existing or proposed drainage easements. Include the following:
    1. Label either public or private.
    2. Label width.
  - b. Show all existing or proposed water and sewer easements. Include the following:
    1. Label either public or private.
    2. Label the width.
  - c. Show all existing utility easements (electric, gas, etc.).
7. INCLUDE A DISCLOSURE SIGN PLAN [Section 15-83.1 and 15-83.2]
  - a. A copy of the approved site plan must be displayed on the site showing lot configurations, easements, streets, amenities and other design features (water, sewer, open space, recreation areas, etc.). The plans and/or project must adhere to the following:
    1. Must be drawn to a 1" = 100', minimum (1" = 50' preferred)
    2. The site plan must be displayed in a weatherproof case
    3. The location of the plan 'kiosk' must be shown on the approved plans
    4. Include a detail of the case/kiosk on the approved plans
    5. The kiosk must be in place prior to final plat approval
  - b. Disclosure signs identifying water/sewer easements, future road extensions, open space, drainage easements, recreation areas, site triangle easements, etc., must be shown in an obvious location for each such feature. The plans and/or project must adhere to the following:

1. The location of the signs must be indicated on the plans
2. The plans should include a 'sign key' with symbols, abbreviations, etc.
3. Include a detail for a 'typical' sign and include a table for the specific language for each sign
4. The disclosure signs must be in place prior to final plat approval

## LANDSCAPE PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 20 ON 'SITE PLAN')

- 1. SHOW THE FOLLOWING TREE INFORMATION ON THE PLANS:
  - a. Existing tree line on the site and within 50' of the site (Although not specified in the LUO, the Administrator can require it- [Section 15-49(d)])
  - b. Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site. Additionally, include the following information:
    - 1. Identify the trees to be removed on the plans
    - 2. Provide the following information in a table for all specimen trees
      - Type of tree and tree number
      - Size (diameter) of tree
      - Whether the tree will be removed or retained
  
- 2. SHOW THE LOCATION OF THE TREE PROTECTION FENCE ON THE PLANS [Sections 15-316(b) & (c) and Section 15-318]
  - a. Tree protection fencing must be placed around all trees and all forested areas that are to be retained on the site. The tree protection fencing must be placed at the edge of the canopy for all trees that are to be preserved/saved. No clearing, grading or other disturbance is permitted within the tree protection area.
  - b. Provide a detail showing the type of tree protection device to be used. The detail should include the following:
    - 1. Type of fence material (orange tensor ski fence is preferred)
    - 2. Spacing and type of stakes (10' max. spacing and metal preferred)
    - 3. Sign reading "TREE PROTECTION AREA – DO NOT ENTER" spaced every 50' along the fence
  
- 3. SHOW REQUIRED STREET TREES [Section 15-176.2(f)(4 and 8) and 15-315]
  - a. Along both sides of newly created streets in residential areas, trees shall either be planted or retained to comply with the following requirements:
    - 1. There must be 1 tree with a minimum diameter of 12" at maturity for every 30' of street (each side of street)
    - 2. The street trees should be placed/retained at irregular intervals along, and distances from, the street
    - 3. Trees from Appendix E (E-2 and E-10) should be used as street trees
  - b. Along both sides of newly created streets in commercial areas, trees shall either be planted or retained to comply with the following requirements:
    - 1. Use tree species that branch above 8 feet to facilitate viewing of storefronts and signs;
    - 2. Trees should be planted either every 30 feet or 50 feet (depending on the size of the tree) so that a regular pattern of street trees in created.
  
- 4. SHOW REQUIRED SHADE TREES FOR ALL PAVED PARKING IN THE COMMERCIAL/TOWNHOUSE AREAS [Sections 15-176.2(f)(8) & 15-317]
  - a. Select trees from Appendix E and use formula E-3 in Appendix E for calculating 20% shading of vehicle accommodation area (parking and sidewalks). Include the following on the plans:

1. Detailed calculation of the 20% shade tree requirement
  2. Provide a note or calculation demonstrating how the trees retained and/or planted meet the 20% requirement
  - b. Show and label the types of trees on the plans (name/abbreviation).
  - c. No pavement may be placed within 15' of trees retained for shading. If the retained tree is a specimen/rare tree, no pavement may be placed within the dripline/tree protection perimeter of the tree.
  - d. New trees must be surrounded by at least 200 sq. ft. of unpaved area (i.e. a planting island or strip).
  - e. Show concrete parking stops 3.5' from edge of curb/walk to prevent car overhangs from striking vegetation or blocking sidewalks.
  - f. 1/3 of trees should be evergreen for winter shading and color.
  - g. Parking lots larger than 19 spaces and/or 6,000sf must provide internal and external shading.
5. INCLUDE A PLANTING TABLE ON THE PLANS [Appendix A, A-6(23)]
- a. The planting table should include the following:
    1. The name and quantity of the plant species used on the site
    2. The size of the plant at planting (height or container size)
    3. Typical on-center spacing of the plant material
    4. Whether the plant is in a 'container' or 'balled and burlapped'
6. SHOW AND LABEL TYPE OF REQUIRED SCREEN FOR COMMERCIAL AREA PARKING AND OVERALL EXTERIOR SCREENING [Sections 15-176.2(f)(7) and 15-304]
- a. The type of screen required depends on the proposed use and the existing surrounding uses. Using the chart found in Section 15-308, label the type of screen required along each property line. If no screen is required, leave the area blank.
  - b. Show and label the location of the screen material (plant, fence, wall, etc.).
  - c. If plants are used, include all plant information in the 'Planting Table'.
  - d. If a fence or wall is used, please provide a detail on the plans.
7. SHOW SCREENING OF REFUSE/RECYCLING BINS [Section 15-250]
- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans).
  - b. If a fence is used, please provide a detail on the plans.
  - c. Include a detail of the gate/enclosure that will be used.
  - d. Location of the refuse/recycling container must be easily served by trucks.
8. INCLUDE BUILDING ELEVATIONS FOR ALL BUILDINGS IN COMMERCIAL, TOWNHOUSE AND SINGLE-FAMILY DETACHED USE AREAS – [Sections 15-15(126), 15-141.2, 15-176.2(f)(4) 15-177 & 15-187(d)]
- a. The elevations should specify the types of materials to be used on the building(s). Include elevations of other prominent site features.
  - b. The commercial elevations shall comply with the standards of Section 15-176.2(f)(4).
  - c. The residential elevations shall comply with the standards of Section 15-141.2.

- 9. INCLUDE SIGN INFORMATION FOR THE ENTRANCE SIGNS AND SIGNS WITHIN THE COMMERCIAL AREAS [Section 15-176.2(f)(4)(n) and Article XVII]
  - a. No more than 2 entrance signs limited to 16 square feet (not to exceed 32 square feet for 2 sides).
  - b. Ensure that all commercial signage complies with the requirements of Section 15-176.2(f)(4)(n) and Article XVII.
  
- 10. SIGN PERMIT APPLICATION PROCESS
  - a. The sign permit can be approved at the same time or as a separate process following project permit approval. Please consult the 'Sign Permit Procedure' pamphlet available in the Zoning Division for additional sign permit information.

## GRADING AND DRAINAGE PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 20 ON 'SITE PLAN')

- 1. SHOW EXISTING UTILITY, STREET, AND/OR DRAINAGE SYSTEMS ON OR ADJACENT TO THE SUBJECT PROPERTY [Appendix A, A-5]
- 2. SHOW EXISTING CONTOURS ON THE SITE & WITHIN 50' OF THE SITE
  - a. The existing contours should be shown at 2' intervals (minimum) and should be shown using a dashed ( - - - ) line. [Appendix A, A-5]
- 3. SHOW PROPOSED CONTOURS ON THE SITE
  - a. The proposed contours should be shown at 2' intervals (minimum) and should be shown using a solid ( \_\_\_ ) line. [Appendix A, A-6]
  - b. No grading or disturbance may take place within any tree protection area or within any stream buffer, unless specifically permitted in the ordinance and/or approved by the permit issuing authority. [see Section 15-316(b) & 15-268(e)]
  - c. No grading may take place on another property unless all necessary construction easements are secured and there is no disturbance to specimen trees, stream buffers, etc. on the adjacent property.
- 4. SHOW ALL COMPONENTS OF THE PROPOSED DRAINAGE SYSTEM [Sections 15-261 thru 15-263, Appendix C and Appendix I]
  - a. Show all of the following features on the plans:
    - 1. New channels, swales, etc.
    - 2. Pipes (sizes and types) [minimum 15" rcp unless alternative approved]
    - 3. Catch basins
    - 4. Junction boxes
    - 5. Yard inlets
    - 6. Energy dissipaters
    - 7. Stormwater retention/detention facilities
    - 8. Stormwater quality devices
    - 9. Easements
  - b. Include all details necessary to ensure compliance with Appendix C and Appendix I of the LUO.
- 5. SUBMIT DETAILED DRAINAGE CALCULATIONS AND A WATER QUALITY ANALYSIS FROM A REGISTERED ENGINEER
  - a. Please consult Sections 15-262, 15-263 and Appendix I of the LUO for specific requirements. Additionally, please contact the Town Engineer, Sungate Design Group, to discuss all drainage requirements. Further, you are encouraged to set up a pre-submittal conference with Sungate to discuss the drainage review process.
  - b. Submit a 'Truth in Drainage' statement disclosing the impacts the proposed project may have on upstream and downstream properties in relation to water quantity and water quality. [Section 15-263(a)(2)]
  - c. Please note that prior to the issuance of a CO or final plat, the Town may require that a 'drainage performance bond' be posted for a period of two (2) years. [Section 15-263(a)(3)]

- d. Place a note on the plans stating that each residential lot is subject to a 50% maximum impervious surface cap [Sec 15-176.2(f)(5)(d)]
  
- 6. PROVIDE ADEQUATE INFORMATION TO ALLOW ORANGE COUNTY EROSION CONTROL TO ISSUE A PRELIMINARY APPROVAL
  - a. Enough information must be provided to Orange County Erosion Control so they can determine that an Erosion Control Permit can be issued without significant modification to the plan. Significant modifications may require further review per Section 15-64 of the LUO, thus creating substantial project delays.
  
- 7. SHOW ALL STREAMS, STREAM BUFFERS, PONDS, DRAINAGE SWALES, WETLANDS, SWAMPS AND/OR FLOODPLAINS/FLOODWAYS ON THE PROPERTY AND WITHIN 50' OF THE PROPERTY [Sections 15-268, 15-269 and Appendix A, A-5]
  
- 8. SPECIAL PROVISION FOR SUBDIVISIONS CONTAINING PROPERTY IN FLOODWAY/FLOODPLAIN
  - a. In order for a lot to be created containing floodway/floodplain, it must be demonstrated that the lot is either 'developable' or is not intended for development (i.e., open space lot). [Section 15-255]
  - b. Include a note on the plans stating that a final plat for a subdivision containing floodway/floodplain must contain the following note. The note states "Use of land within a floodway of floodplain is substantially restricted by Article XVI of Chapter 15 of the Carrboro Town Code." [Section 15-255]
  - c. All water/sewer systems must be designed to eliminate infiltration into the system and discharges out of the system. [Section 15-256]
  
- 9. SUBMIT COPIES OF ALL NECESSARY STATE AND/OR FEDERAL PERMITS FOR ALTERATIONS OR DISTURBANCE TO WETLANDS, STREAMS, FLOODWAYS/FLOODPLAINS
  - a. Such permits may include, but are not limited to, CLOMR's and LOMR's from FEMA, wetland permits from the Army Corp of Engineers and/or NCDEHNR, etc.
  - b. Please consult the Town Engineer for additional information or to determine the type of permits that may be necessary.

***NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST***